DD/A 81-0689

10 APR 1981

MEMORANDUM FOR: Director of Training & Education

FROM: Max Hugel
                  Deputy Director for Administration

SUBJECT: Training Requirements for IHS

1. We need to develop a specific projection of our general
training requirements for IHSs (Information Handling System). Of
particular concern are the training requirements that relate to the
development and operation of new systems.

   The overall concern is the adequacy of our projected
resources to deal with the workload. The potential student
population is Agencywide, with applicability determined by current
and projected assignments by cognizant career authority.

2. As part of the mission planning for your Information
Science Center, could you please develop the total Agency
requirements and project how the Center best sees those requirements
being met for training for IHSs. I would like you to take guidance
from the Information Handling Systems Architect on this effort and
submit your report via his office.

   This does not imply that the Information Science Center
will be performing all of this training, even though it will clearly
be playing a key role. Clearly, there will have to be many
intercomponent discussions based on this evaluation, concerning how
these requirements are best met. The principal purpose of the
planning effort is a definition of the total requirement on the
basis of which such discussions can be held to develop the strategic
plan.

   In your developments, please identify the composition of the
requirements in terms of the three IHS training categories we have
discussed:

   ● Skills Training
   ● Information Sciences
   ● Systems Development Technology

The Skills Training is basically comprised of two categories: component-unique and multicomponent. The Systems Development Technology category is essentially a new internal training subject area for the Agency, and requirements will essentially have to be developed from basic considerations without the assistance of a previous experience base. Included in Systems Development Technology are such course types as:

- The Systems and Software Package Development Process
- Structured Design of Software Systems and Packages
- Estimating IHSs and Software Packages
- Management Processes and Procedures
- Independent Test and Validation of Software Systems

It should be recognized that in several instances, courses that apply to systems development, the work of IHS careerists, do not apply to the development of software packages. The latter is chiefly an adjunct function of a careerist in some other professional discipline.

Because we have not had this category of training available on a centralized basis, there has been some component training of this type. You should develop your estimates of the requirements on the basis that all of the Systems Development Technology training that is of an Agency-wide character will be done on a centralized basis.

3. The requirements should also be categorized by the source of the need for the skill. In this instance of large system requirements, the requirements produced by each should be specifically enumerated, e.g., SAFE, CRAFT, MERCURY, LIMS, or OF's New Payroll/Finance systems. Smaller systems or general requirements should be aggregated into one or a few broad categories.

4. The training requirements planning as it affects OTE should be specific with respect to the source of the training personnel, i.e., permanent OTE staff, rotational staff, and contractor. Because the Systems Development Technology area is new, I would expect that to be almost totally contractual in FY-82, with the contractor portion of the workload diminishing rapidly in the outyears.

5. In developing the training requirements, please specifically identify the training "transfusion" factors. This transfusion, reflecting the learning of one employee from another, vice by formal course of instruction, should be based on the assumption of OTE allocation of course attendance to take full advantage of this factor. The transfusion factor estimates identified should be specific by type of training.

- 2

6. Applying these planning considerations to four years, 1982 through 1985, the best way to summarize these factors appears to be in two tables. The first identifies the student training requirements by:

- o Year (1982, 1983, 1984 1985)
- o Category and subcategory of training (skills, etc.)
- o Source (SAFE, etc.)

The second identifies the instructional staff requirements by:

- o Year (1982, 1983, 1984, 1985)
- o Category and subcategory of training
- o Type of instructor (OTE, rotation, contractor)

The second table should be supplemented by the enumeration of the transfusion factors applied.

7. If the summary of these IHS training requirements produces different OTE budgetary requirements, for the four outyears that we planned, they should be identified. This table composition should be by:

- o Year (1982, 1983, 1984 1985)
- o Type of training (skills, etc.)

8. In order to be able to process this planning information and be able to start our training efforts promptly in FY-82, as early an availability of this report as possible is desired. A big consideration in this regard is contracted training in the Systems Development Technology area, and the associated time lags in initiating such efforts. A report delivery of 15 June 1981 is requested.

/s/ Max Hugel

Max Hugel

cc: DD/NFAC
    DO/IMS
    D/CO
    D/ODP
    D/Fin
    D/L
    D/ORD/DDS&T

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